

+ MEETING MINUTES

Topic: Team meeting

Date: Wednesday, February 19, 2020

Time: 6:00 pm – 8:00pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

6:00 to 6:10pm	Team discussuion <ul style="list-style-type: none">• Plan for what to finish during this meeting• Splitting work
6:10pm to 7:45 pm	Team work <ul style="list-style-type: none">• Working on the car• Working on the rear suspension on solidworks• Installing the front suspension
7:45 to 8:00 pm	Plan for next Meeting <ul style="list-style-type: none">• Plan for next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Front suspension	Fahad	Week 8	TBA
Rear suspension	Shamlan, Andres	TBA	TBA
Steering	Le Allan	Week 9	TBA
Brakes	Drew	Week 9	TBA

Next formal meeting: 2/20/2020, machine shop, at 3:00 pm.